

National ABC Template for Fish Health and Technology Centers

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are generally engaged in work related to the health of fish or development of technology in support of fish production the codes below should represent most of the work you do on a daily basis. **This Template is provided intended as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are only to help you quickly find activities that relate to your work. The majority of employees working at Fish Health and/or Technology Centers should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

D2: Implement Recovery Actions for T&E Species
--

J2: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation
--

J3: Develop New Aquatic Technologies for Non T&E Species
--

J4: Conduct Disease Monitoring and Treatment for Non T&E Species
--

Other common activities across Fish Health and Technology Centers:

The activities listed below are not as commonly used at Fish Health and Technology Centers. This list is intended to capture the work of employees that perform specialty functions or auxiliary duties.

5B: Develop and Provide Information and Educational Materials and Activities
--

8G: Maintain Buildings

8M: Maintain All Other Structures and Facilities
--

93: Attend Training

M2: Survey, Assess and Monitor Non T&E Aquatic Species
--

N4: Prevent, Manage and Control Invasive Aquatic Plants

N5: Prevent, Manage and Control Invasive Aquatic Animals
--

Support and other administrative functions:

Some Fish and Health Technology Center employees perform some degree of support functions such as managing contracts, financial operations, or providing office support. The activities listed below reflect support activities that are commonly performed at Fish Health and Technology Centers. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for FWMA

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are generally engaged in improving fish habitats, the codes below should represent most of what you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of employees working in a FWMA office should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

4A: Provide and Manage Opportunities for Quality Wildlife Dependent Recreation
5D: Develop and Manage Partnerships
5E: Consult and Coordinate with Native American Tribes
93: Attend Training
A2: Plan and Implement Candidate Conservation Actions
D2: Implement Recovery Actions for T&E Species
J2: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation
L4: Manage Harvest for Fisheries
M2: Survey, Assess and Monitor Non T&E Aquatic Species
N4: Prevent, Manage and Control Aquatic Plants
N5: Prevent, Manage and Control Invasive Aquatic Animals
S4: Develop Strategic Landscape Based Plans and Projects
W4: Restore Riparian/Stream Habitats
Z2: Review and Develop Environmental Provisions for Federal Projects, Plans, and Permits

Other common activities across FWMA:

The activities listed below are not used as commonly across FWMA offices. However, there are employees that perform specialty functions or auxiliary duties. The activities in this list are meant to capture those duties.

5B: Develop and Provide Information and Educational Materials and Activities
5C: Manage Volunteers and Community Partnerships
7E: Administer Other Domestic and International Grants and Co-operative Agreements (Avoid confusion with 7F, Monitor Grant Programs and Projects)
8G: Maintain Buildings
E3: Provide ESA Section 7 Consultations for Water Use to Other Federal Agencies
E6: Provide ESA Section 7 Consultations for Forest Resources to Other Federal Agencies
E8: Provide ESA Section 7 Consultations for Energy to Other Federal Agencies
EA: Provide All Other ESA Section 7 Consultations to Other Federal Agencies
EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire
F2: Evaluate Need for, Process and Monitor HCP Permit Applications
K2: Develop Species Management Plans for Non T&E Species
L6: Manage Alaska Subsistence Harvest Other Than Marine Mammals
M7: Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Species
N5: Prevent, Manage and Control Invasive Aquatic Animals
S4: Develop Strategic Landscape Based Plans and Projects
S4: Develop Strategic Landscape Based Plans and Projects
S5: Develop Habitat Management Plan
T4: Inventory, Assess, and Monitor Riparian/Stream Habitats
V4: Manage and Protect Riparian/Stream Habitat
W4: Restore Riparian/Stream Habitats

Support and other administrative functions:

Many FWMA offices perform some degree of support functions such as providing office support, financial operations, or developing educational materials. The activities listed below reflect support activities that are commonly performed at FWMA offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for International Affairs

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are generally engaged in the International Affairs work, the codes below should represent most of what you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of International Affairs employees should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.html). You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

SCIENTIFIC AUTHORITY (Listings/Findings)
B5: Provide Litigation Support for Listing of US/Domestic Species
C2: Develop Recovery Plans for T&E Species
F5: Process and Monitor Recovery Permits for T&E Species
F6: Provide Litigation Support for Permitting Actions of T&E Species
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants
P4: Process Refuge Special Use Permits
R2: Implement Provisions of the Western Hemisphere Convention
R4: Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies
4D: Process Litigation for Recreation
5C: Manage Volunteers and Community Partnerships
7C: Administer Migratory Bird Grants
7D: Administer Multinational Species Conservation Fund Grants
9T: Collect and Analyze Activity Based Costing Information
9W: Manage Purchases, Contracts and Acquisitions
9Z: Process Information Quality, FOIA, Privacy Act and Liability Requests/Claims
PERMITS

F6: Provide Litigation Support for Permitting Actions of T&E Species
G2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species
L5: Manage Marine Mammal Harvest and Take
P5: Process International Trade Permits, Domestic Permits and Special Use Permits
R3: Participate in Activities for the Trilateral Committee
R4: Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies
5B: Develop and Provide Information and Educational Materials and Activities
5E: Consult and Coordinate with Native American Tribes
GRANTS
R2: Implement Provisions of the Western Hemisphere Convention
R5: Implement Provisions of Other Bilateral and Multinational Agreements, Treaties, Accords and Orders
5B: Develop and Provide Information and Educational Materials and Activities
7D: Administer Multinational Species Conservation Fund Grants
7E: Administer Other Domestic and International Grants and Co-operative Agreements
9U: Conduct Competitive Sourcing Initiatives
ADMIN
9Q: Develop and Allocate Budgets
9R: Perform Financial Management Operations
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services
9Z: Process Information Quality, FOIA, Privacy Act and Liability Requests/Claims
ACTIVITIES COMMON TO MANY INTERNATIONAL AFFAIRS EMPLOYEES
R3: Participate in Activities for the Trilateral Committee
5A: Conduct External Relations – Media, Congressional, and Other
5D: Develop and Manage Partnerships
9U: Conduct Competitive Sourcing Initiatives
92: Develop and Deliver Training
93: Attend Training

National ABC Template for Law Enforcement

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are in a Law Enforcement (LE) office the codes below should represent most of the work you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of LE employees should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

Q2: Conduct and Assist with Law Enforcement for Non T&E and Non CITES Listed Species
G2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species
G3: Conduct Import/Export Inspections for T&E and CITES Listed Species

Other common activities across LE offices:

The activities listed below are not used as commonly across LE offices. However, there are employees that perform specialty functions or auxiliary duties. The list below is intended to capture that type of work.

Q5: Provide Forensics Support for Law Enforcement
Q3: Conduct Import/Export Inspections of Non T&E and Non CITES Listed Species
P6: Process Import and Export Licenses
5E: Consult and Coordinate with Native American Tribes
92: Develop and Deliver Training
93: Attend Training

Support and other administrative functions:

Many LE offices perform some degree of support functions such as budgeting, financial operations, or providing office support. The activities listed below reflect support activities that are commonly performed at LE offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for Migratory Birds

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are generally engaged in the conservation or monitoring of Migratory Birds (MB) the codes below should represent most of what you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed below are intended to help you quickly find activities that relate to your work. The majority of employees in MB offices should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work

(http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk

(<http://www.fws.gov/planning/Help/helpdesk.html>).

5B: Develop and Provide Information and Educational Materials and Activities (Community Outreach)
5D: Develop and Manage Partnerships
K3: Develop Bird Conservation Plans for Non T&E Species
L2: Develop Bird Regulations
M4: Conduct Migratory Bird Surveys and Monitoring
M5: Assess Migratory Bird Populations
P2: Process Migratory Bird Permits

Other common activities across MB offices:

The activities listed below are not used as commonly across MB offices. Employees that perform specialty functions or auxiliary duties at MB offices; or activities that are only performed at a few of the MB offices would most likely be included here.

7C: Administer Migratory Bird Grants
93: Attend Training
J4: Conduct Disease Monitoring and Treatment for Non T&E Species
L3: Manage Migratory Bird Populations
M3: Conduct Migratory Bird Harvest Surveys
S4: Develop Strategic Landscape Based Plans and Projects
T2: Inventory, Assess, and Monitor Wetlands
V2: Manage and Protect Wetlands
V3: Manage and Protect Uplands

Support and other administrative functions:

Many MB offices perform some degree of support functions such as financial operations or managing contracts. The activities listed below reflect support activities that are commonly performed at MB offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
9J: Evaluate and Counsel Personnel
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for National Wildlife Refuges

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you work on a National Wildlife Refuge (NWR) or at a Refuge Administrative Office (RAO), the codes below should represent most of the work you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The wide variety of work performed on NWR lends to a long list of activities. This template is intended to help you quickly find activities that relate to your work. The majority of employees working on a NWR should find themselves in the activities listed below. Employees performing specialized or auxiliary duties may not find their work here. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

PROTECT AND MANAGE HABITAT
S3: Develop Comprehensive Conservation Plans
S4: Develop Strategic Landscape Based Plans and Projects
S5: Develop Habitat Management Plan
T2: Inventory, Assess, and Monitor Wetlands
T3: Inventory, Assess, and Monitor Uplands
U2: Acquire and Manage Real Estate
U3: Acquire Easements
U6: Manage Water Quality and Quantity
V2: Manage and Protect Wetlands
V3: Manage and Protect Uplands
V4: Manage and Protect Riparian/Stream Habitats
V5: Manage and Protect Marine and Coastal Habitats
W2: Restore Wetlands

DRAFT – FOR DEPUTIES TEAM REVIEW

W3: Restore Uplands
W4: Restore Riparian/Stream Habitats
W5: Restore Marine and Coastal Habitats
3A: Manage and Protect Cultural Resources
5C: Manage Volunteers and Community Partnerships
5D: Develop and Manage Partnerships
PROTECT AND MANAGE NON T&E SPECIES
J4: Conduct Disease Monitoring and Treatment for Non T&E Species
J5: Conduct Terrestrial Wildlife Population Management
M4: Conduct Migratory Bird Surveys and Monitoring
M5: Assess Migratory Bird Populations
M7: Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Specie
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants
Q2: Conduct and Assist with Law Enforcement for Non T&E and Non CITES Listed Species
Q4: Conduct Refuge Patrol and Enforcement
CONDUCT RECOVERY ACTIONS
D2: Implement Recovery Actions for T&E Species
MANAGE FIRE OPERATIONS
2A: Prepare for Wildland Fires
2B: Prepare Fire Management Plans
2C: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI)
2F: Reduce Hazardous Fuels - Prescribed Fire (WUI)
2K: Suppress Wildland Fires (WUI)
2J: Suppress Wildland Fires (Non-WUI)
RECREATION, EDUCATION, AND COMMUNICATION
4A: Provide and Manage Opportunities for Quality Wildlife Dependent Recreation
4B: Provide and Manage Opportunities for Other Public Uses

5B: Develop and Provide Information and Educational Materials and Activities (and communications activities)
5C: Manage Volunteers and Community Partnerships
5D: Develop and Manage Partnerships
FACILITIES AND EQUIPMENT CONSTRUCTION AND MAINTENANCE
8F: Construct All Other Structures and Facilities
8G: Maintain Buildings
8H: Maintain Roads
8M: Maintain All Other Structures and Facilities
8N: Maintain Equipment
8P: Inventory DOI Facilities and Assess Facility Condition
OTHER NWR CODES
7B: Manage Grants and Agreements
92: Develop and Deliver Training
93: Attend Training

Regional Office and Washington Office Administration and Support:

Many Regional Office and Washington Office NWR employees perform administrative and support duties. The activities listed below reflect support activities that are commonly performed in the RO and WO. Employees who do not spend a material amount of time (>10% in a given pay period in total) performing these functions are not required, but welcome to code to these activities.

9D: Administer Employee and Labor Relations
9G: Administer Recruitment, Staffing and Classification, and Ensure Diversity
9H: Conduct Workforce Planning
9J: Evaluate and Counsel Personnel
9M: Acquire IT Investments
9P: Operate, Maintain and Manage IT Investments
9Q: Develop and Allocate Budgets
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support

9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

Field Office Administration and Support:

For those employees at NWRs who have some administrative role, the codes below should encompass most of what they do. As with RO and WO employees, employees who do not spend a material amount of time (>10% in a given pay period in total) performing these functions are not required, but welcome to code to these activities.

8A: Provide Leased Space Operations and Program Management
--

8P: Inventory DOI Facilities and Assess Facility Condition
--

9J: Evaluate and Counsel Personnel

9P: Operate, Maintain and Manage IT Investments

9R: Perform Financial Management Operations

9S: Conduct Strategic Planning and Performance Management

9W: Manage Purchases, Contracts and Acquisitions
--

9X: Provide Office Support

9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for Partners offices

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are working in a Partners office, or doing Partners work in another office, the codes below should represent most of what you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of employees doing Partners work should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work

(http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk

(<http://www.fws.gov/planning/Help/helpdesk.html>).

W2: Restore Wetlands
W4: Restore Riparian/Stream Habitats
W3: Restore Uplands
J3: Develop New Aquatic Technologies for Non T&E Species
K3: Develop Bird Conservation Plans for Non T&E Species
7E: Administer Other Domestic and International Grants and Co-operative Agreements
V2: Manage and Protect Wetlands
S4: Develop Strategic Landscape Based Plans and Projects
5B: Develop and Provide Information and Educational Materials and Activities
5D: Develop and Manage Partnerships

Other common activities for Partners Program Employees:

The activities listed below are not as commonly used by employees doing Partners work. However, there are employees that perform specialty functions or auxiliary duties for Partners that would most likely be included here.

7F: Monitor Grant Programs and Projects
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants
D3: Plan and Implement Post-Delisting Monitoring
J4: Conduct Disease Monitoring and Treatment for Non T&E Species
R5: Implement Provisions of Other Bilateral and Multinational Agreements, Treaties, Accords and Orde
U3: Acquire Easements
8A: Provide Leased Space Operations and Program Management
H2: Process Non-T&E Litigation for Resource Protection
92: Develop and Deliver Training
93: Attend Training

Support and other administrative functions:

Some employees doing Partners work perform a degree of support functions such as providing office support or assessing facilities conditions. The activities listed below reflect support activities that are commonly performed in Partners offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for Coastal Program Offices

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are working in a Coastal Program office, or doing Coastal work in another office, the codes below should represent most of what you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of employees doing Partners work should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work

(http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk

(<http://www.fws.gov/planning/Help/helpdesk.html>).

W2: Restore Wetlands
W3: Restore Uplands
W4: Restore Riparian/Stream Habitats
W5: Restore Marine and Coastal Habitats
V2: Manage and Protect Wetlands
V3: Manage and Protect Uplands
V4: Manage and Protect Riparian/Stream Habitats
V5: Manage and Protect Marine and Coastal Habitats
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants

Other common activities across Coastal Program Employees:

The activities listed below are not used as commonly by employees doing Coastal work. Employees that perform specialty functions or auxiliary duties for Coastal; or activities that are only performed at a few of the Coastal offices would most likely be included here.

7E: Administer Other Domestic and International Grants and Co-operative Agreements
A2: Plan and Implement Candidate Conservation Actions
5D: Develop and Manage Partnerships
D2: Implement Recovery Actions for T&E Species
S4: Develop Strategic Landscape Based Plans and Projects
92: Develop and Deliver Training
93: Attend Training

Support and other administrative functions:

Some employees doing Coastal work perform a degree of support functions such as providing office support, or performing financial management operations. The activities listed below reflect support activities that are commonly performed in Coastal offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

9X: Provide Office Support
9S: Conduct Strategic Planning and Performance Management

National ABC Template for Ecological Services

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are working at a typical Ecological Services (ES) field office, the codes below should represent most of the work you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. The majority of employees working at an ES field office should find themselves in the activities listed below. Employees performing specialized or auxiliary duties may not find their work included here. If the activities listed below do not describe your work, please feel free to visit the online ABC dictionary to find your work

(http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

THREATENED AND ENDANGERED SPECIES WORK
A2: Plan and Implement Candidate Conservation Actions
A3: Evaluate Species for Candidate Status
B2: Prepare and Process Listing Petitions
B3: Prepare and Process Listing Rules for US/Domestic Species
C2: Develop Recovery Plans for T&E Species
C4: Conduct 5-Year Reviews
D2: Implement Recovery Actions for T&E Species
E2: Provide ESA Section 7 Consultations for Wildland Fire to Service and Other Federal Agencies
E3: Provide ESA Section 7 Consultations for Water Use to Other Federal Agencies
E6: Provide ESA Section 7 Consultations for Forest Resources to Other Federal Agencies
E8: Provide ESA Section 7 Consultations for Energy to Other Federal Agencies
EA: Provide All Other ESA Section 7 Consultations to Other Federal Agencies
EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire

DRAFT – FOR DEPUTIES TEAM REVIEW

F2: Evaluate Need for, Process and Monitor HCP Permit Applications
ENVIRONMENTAL CONTAMINANTS WORK
X3: Conduct Contaminant Assessments
Y4: Conduct Natural Resource Damage Assessments
S4: Develop Strategic Landscape Based Plans and Projects
B4: Prepare and Process Critical Habitat Rules for US/Domestic Species
ENVIRONMENTAL PROVISIONS
Z2: Review and Develop Environmental Provisions for Federal Projects, Plans, and Permits
Z4: Review and Develop Environmental Provisions for FERC Hydropower Projects – Non-Municipal (PUB)
Z3: Review and Develop Environmental Provisions for FERC Hydropower Projects – Municipal (MUN)
MARINE AND COASTAL WORK
V5: Manage and Protect Marine and Coastal Habitats
W5: Restore Marine and Coastal Habitats
COMMUNICATION WITH STAKEHOLDERS AND EDUCATION
5A: Conduct External Relations – Media, Congressional, and Other
5B: Develop and Provide Information and Educational Materials and Activities
5D: Develop and Manage Partnerships
NATIONAL WETLANDS INVENTORY
T2: Inventory, Assess, and Monitor Wetlands
T3: Inventory, Assess, and Monitor Uplands
T4: Inventory, Assess, and Monitor Riparian/Stream Habitat
T5: Inventory, Assess, and Monitor Marine/Coastal Habitat
OTHER FIELD OFFICE WORK
93: Attend Training
6A: Provide Emergency Response and Public Safety Operations
7E: Administer Other Domestic and International Grants and Co-operative Agreements
8N: Maintain Equipment
M2: Survey, Assess and Monitor Non T&E Aquatic Species

N4: Prevent, Manage and Control Invasive Aquatic Plants
N5: Prevent, Manage and Control Invasive Aquatic Animals
V2: Manage and Protect Wetlands
V4: Manage and Protect Riparian/Stream Habitats
W2: Restore Wetlands
W3: Restore Uplands
W4: Restore Riparian/Stream Habitats
Y3: Review Hazardous Waste Actions

Support and other administrative functions:

Some ES office employees perform some degree of support functions such as financial operations, or providing office support. The activities listed below reflect support activities that are commonly performed at ES offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9J: Evaluate and Counsel Personnel
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for Federal Assistance and State Programs

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are working typical Federal Assistance and State Programs work, the codes below should represent most of the work you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find activities that relate to your work. Employees performing specialized or auxiliary duties may not find their work activities included here. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

GRANTS MANAGEMENT and TRAINING
7A: Administer Endangered Species Act Grants
7B: Administer Federal Assistance Grants
7F: Monitor Grant Programs and Projects
7G: Monitor Grant Fiscal Processes
7H: Protect License Fees
93: Attend Training
POLICY MANAGEMENT (recommended for Admin Officers, Chiefs, and Top Level Management)
9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity
9J: Evaluate and Counsel Personnel
9Q: Develop and Allocate Budgets
9R: Perform Financial Management Operations
92: Develop and Deliver Training
93: Attend Training

Support and other administrative functions:

Some Federal Assistance and State Programs employees perform some degree of support functions such as providing office support or managing records and libraries. The activities listed below reflect support activities that are commonly performed. As with the mission activities, you are NOT limited to using the codes listed below, they are provided for your reference. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9H: Conduct Workforce Planning
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

National ABC Template for Fish Hatcheries

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are generally engaged in the production of fish either for recreation, endangered species, or otherwise, the codes below should represent most of the work you do on a daily basis. **This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are intended to help you quickly find work activities that relate to your work. The majority of employees working at Fish Hatcheries should find themselves in the activities listed below. Employees performing specialized or auxiliary duties may not find their work activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work

(http://www.fws.gov/planning/ABC/activities_and_definitions.html).

You can also request help on selecting activities through the Service's online helpdesk

(<http://www.fws.gov/planning/Help/helpdesk.html>).

PROTECT AND MANAGE CANDIDATE, T&E, AND CITES SPECIES
D2: Implement Recovery Actions for T&E Species (<i>T&E Fish Production</i>)
PROTECT AND MANAGE NON-T&E SPECIES
J2: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation (<i>Non T&E Fish Production</i>)
J3: Develop New Aquatic Technologies for Non T&E Species
M2: Survey, Assess and Monitor Non T&E Aquatic Species
PROTECT AND MANAGE HABITATS
S4: Develop Strategic Landscape Based Plans and Projects
CONSTRUCT AND MANAGE FACILITIES AND EQUIPMENT
8G: Maintain Buildings
8H: Maintain Roads
8K: Maintain Dams and Water Storage Facilities
8L: Maintain Water Conveyance Facilities
8M: Maintain All Other Structures and Facilities

8N: Maintain Equipment
8P: Inventory DOI Facilities and Assess Facility Condition
OTHER CODES FOR FISH HATCHERIES
4A: Provide and Manage Opportunities for Quality Fish and Wildlife Dependent Recreation (<i>Fish for Mitigation and Recreation</i>)
5B: Develop and Provide Information and Educational Materials and Activities
5C: Manage Volunteers and Community Partnerships
5D: Develop and Manage Partnerships
5E: Consult and Coordinate with Native American Tribes (<i>Includes Fish Production for Tribes</i>)
7E: Administer Other Domestic and International Grants and Co-operative Agreements
93: Attend Training

Support and other administrative functions:

Most Fish Hatcheries perform some degree of support functions such as providing office support, or financial operations. The activities listed below reflect support activities that are commonly performed at Fish Hatcheries. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services